

Policies and Procedures
Part 2b

MINISTERIAL STAFF

BIBLICAL QUALIFICATION OF MINISTERIAL STAFF

Ministerial staff shall be qualified for the office as specified in the Bible. Relevant texts include: 1 Timothy 3:1–7; Titus 1:6–9; and 1 Peter 5:1–4. These text lay forth the following qualifications for Ministers, which combine to define what it means to be above reproach.

1. Personal Life

- a. He must be sober-minded.
- b. He must be self-controlled.
- c. He must be respectable.
- d. He must be hospitable.
- e. He must not be a drunkard.
- f. He must not be violent or quick-tempered but gentle.
- g. He must not be quarrelsome.
- h. He must not be arrogant.
- i. He must not be a lover of money, who is greedy for gain.
- j. He must be upright.
- k. He must be holy (Devout; pleasing to God)
- l. He must be disciplined.
- m. He must not be domineering.

2. Home Life

- a. Husband of one wife – Faithful and devoted to one wife, which doesn't exclude a single man, or a man who has had a biblical divorce as a believer (1 Timothy 3:12; Matthew 19:9; 1 Corinthians 7:15-16; 2 Corinthians 5:17).
- b. He must manage his own household well - His children are submissive, not open to the charge of debauchery or insubordination.

3. Spiritual and Doctrinal Life

- a. He must be able to teach.
- b. He must not be a recent convert.
- c. He must hold firm to the Word of God.
- d. He must not be one who exercises oversight under compulsion, but willingly.
- e. Baptist Faith and Message – Agrees with and abides by the Baptist, Faith, and Message Statement of 2000.

4. **Public Life**

- a. He must be well thought of by outsiders.

WORK SCHEDULE OF MINISTERIAL STAFF

It must be recognized that the Ministerial Staff has responsibilities that cannot be measured in definite schedules of time, however, they will give care to scheduling their time and activities to best serve the Lord and the interests of the church. These responsibilities may require many hours of isolation for prayer, study, and preparation.

The church and the Ministerial Staff will come to an agreement on the Ministerial Staff's weekly schedule as needed to fulfill their responsibilities and to lead the church.

TERMINATION OF MINISTERIAL STAFF

Ministerial Staff at Sycamore Baptist Church may be terminated as follows:

1. **Resignation** - The question of terminating the vocational call of a member of the Ministerial Staff shall be considered at any time by the church upon the presentation of Minister's resignation.
2. **Grievance** - Where a grievance exists against a member of the Ministerial Staff either due to their preaching or teaching contrary to Scripture, or due to alleged conduct on their part unfitting an elder or minister as outlined in Scripture, or failure to abide by the Church's policies, such grievance may be brought before the deacon body by any two members in good standing. If after thorough investigation and consideration, the Deacons believe the grievance to be true and substantial, then the matter will be brought before the church. At that time, the vocational call of the member of the Ministerial Staff in question may be terminated upon the decision of the membership of Sycamore Baptist Church by a two thirds vote at a regularly scheduled business meeting.

Senior Pastor

ADDITIONAL QUALIFICATIONS

1. Possesses an authentic relationship with Christ as Savior and Lord and seeks to grow in that relationship.
2. Possesses a passion for Christ and His Kingdom.

3. Possesses love and respect for all people.
4. Possesses an ability to organize and lead the church.
5. Must be willing to submit to and pass a background check.

RESPONSIBILITIES

The fundamental responsibility of the Senior Pastor is to devote themselves to prayer and the Word of God. Along with devoting themselves to prayer and the Word of God, the Senior Pastor is responsible for the following:

1. Keep watch and protect the spiritual well-being of the congregation (Heb. 13:17; Acts 20:28; John 21:16)
2. Teaching the whole counsel of God both formally and informally (Acts 20:27; 2 Tim. 4:2)
3. Prayerfully tending the flock of God in the local church (Acts 6:4)
4. Equipping the membership of the church for the work of ministry (Eph. 4:10-14).
5. Mobilizing the church for both local and world evangelism and missions (Matt. 28:19-20).
6. Respect the ministry gifts of church members and encourage their growth and involvement in the life of the church (Rom. 12:3-8; 1 Cor. 12).
7. Church Governance
 - a. Overseeing the work of the Deacons, appointed church agents, Ministry Teams, and ministry positions.
 - b. Overseeing, coordinating, and promoting the ministries of the church.
 - c. Helping establish policies, positions, and practices for Sycamore Baptist Church that are consistent with the express purposes of the church.
 - d. Resolve doctrinal issues.
 - e. Manage conflict to produce healthy, productive relationships in the church (Deut 19:17; 21:5; 1 Cor. 6:1-6; Col. 3:16; 1 Thess. 5:12-14)
 - f. Oversee the process of church discipline (Matt. 16:19; 18:15-20).
8. Confirm membership requirements are met and acquaint them with the documents and membership materials as defined in the membership section.
9. Conduct worship services, including baptismal, weddings, and funerals; or delegate the responsibility as needed and available.
10. Administer the ordinances of the Gospel (Lord's Supper and Baptism).
11. Lead and counsel church leaders in the work and ministry of the church.
12. Attend all staff meetings.
13. If possible (within schedule restraints) and as necessary or requested by church leadership, represent the church in community and denominational activities.

SALARY AND BENEFITS

1. **Salary** - The Senior Pastor's salary is determined and set by the church.
2. **Health Benefits** - The Senior Pastor's health benefits will be covered by the church up to the amount determined by the church.
3. **Retirement** - The Senior Pastor will receive retirement benefits as determined by the church.
4. **Resource Budget** - The Senior Pastor will be allotted a set amount of money, as the church determines and budget allows, for educational resources, such as, but not limited to, books and conferences.
5. **Vacation and Leave Time** - The Senior Pastor will be given two weeks paid vacation per year. In addition to vacation time, there may also be times the Senior Pastor needs to be away on Sundays for personal matters such as sickness or death. When these occur, the Senior Pastor (or church leadership) will secure someone to fill the pulpit and will arrange with the church a predetermined amount to cover the honorarium for the guest preacher.

Youth Pastor

ADDITIONAL QUALIFICATIONS

1. Possesses an authentic relationship with Christ as Savior and Lord and seek to grow in that relationship.
2. Possesses a passion for Christ and His Kingdom.
3. Possesses love and respect for all people.
4. Must be willing to submit to and pass a background check.

RESPONSIBILITIES

The fundamental responsibility of the Youth Pastor is to devote themselves to prayer and the Word of God. Along with devoting themselves to prayer and the Word of God, the Youth Pastor is responsible for the following:

1. Provide ministerial leadership to develop a comprehensive youth ministry that is consistent with the mission of the church.
2. Assist the Pastor in coordinating education and pastoral care responsibilities.
3. Be present and lead youth classes up to three (3) times a week (Sunday morning, Wednesday

evening, and Sunday evening, as needed).

4. Plan one (1) youth activity each quarter, including youth camp, summer mission trip, etc. in order to attract youth to Christ and promote spiritual growth.
5. Plan and coordinate fundraisers with the parents to supplement the needs of the youth budget.
6. Visit the youth and their parents with the purpose of building meaningful relationships and counsel them when needed.
7. Attend and report at monthly business meetings the activities, achievements, and needs of the youth programs.
8. Community involvement with the youth, such as school activities, sporting events, graduations, etc.
9. Provide annual budget recommendation to the finance committee.
10. Attend all staff meetings.

SALARY AND BENEFITS

1. **Salary** - The Youth Pastor's salary is determined and set by the church.
2. **Vacation and Leave Time** - The Youth Pastor will be given two weeks paid vacation per year. In addition to vacation time, there may also be times the Youth Pastor needs to be away on Sundays for personal matters such as sickness or death. When these occur, the Youth Pastor (or church leadership) will secure someone to fill in.

Worship Pastor

ADDITIONAL QUALIFICATIONS

1. Possesses an ability to organize, coordinate, and lead worship.
2. Possesses musical skills and competence.
3. Possesses an authentic relationship with Christ as Savior and Lord and seek to grow in that relationship.
4. Possesses a passion for Christ and His Kingdom.
5. Possesses love and respect for all people.
6. Must be willing to submit to and pass a background check.

RESPONSIBILITIES

Jesus is our primary worship leader (1 Tim. 2:5; Heb. 10:19-22). The fundamental responsibility of the Worship Pastor is to devote themselves to prayer and the Word of God. Along with devoting

themselves to prayer and the Word of God, the Worship Pastor is responsible for the following:

1. Magnify the greatness of God in Jesus Christ through the power of the Holy Spirit (Ps. 145:3; 29:1; 1 Pet. 2:4-5; 2 Cor. 4:6; Phil. 3:3).
2. Skilfully combine God's Word with music (Col. 3:16).
3. Motivate the gathered church to proclaim the gospel to cherish God's presence and to live for God's glory (Ps. 96:2; Eph. 1:7; Rom. 6:10-11; 1 Pet. 2:24).
4. Make music a glory to God and a meaningful experience for Sycamore Baptist Church.
5. Help Sycamore Baptist Church better understand and involve themselves in public worship.
6. Participate in the creative planning of Sunday and special services with the Senior Pastor.
7. Oversee all musical aspects of the worship service.
8. Lead singers and congregation in worship.
9. Equip, motivate, and supervise musicians.
10. Recruit musicians as needed.
11. Review and maintain instruments and sound equipment as needed.
12. Participate in the life and ministries of the church.
13. Attend all staff meetings.
14. Assist the Pastor in coordinating education and pastoral care responsibilities.

SALARY AND BENEFITS

1. **Salary** - The Worship Pastor's salary is determined and set by the church.
2. **Vacation and Leave Time** - The Worship Pastor will be given two weeks paid vacation per year. In addition to vacation time, there may also be times the Worship Pastor needs to be away on Sundays for personal matters such as sickness or death. When these occur, the Worship Pastor (or church leadership) will secure someone to fill his role and will arrange with the church a predetermined amount to cover the honorarium for the guest Worship Pastor.

PAID NON-MINISTERIAL STAFF

Nursery Worker

QUALIFICATIONS

1. Must have previous experience caring for small children and infants.
2. Must be willing to take and pass a background check.

3. Must be willing to provide references of past work.
4. Must be able to safely lift, hold and carry children 0-3 years. Must be able to safely lift children in and out of cribs; lift children to changing table
5. Must be able to physically engage with children 0-3 years in a variety of activities which may require kneeling/sitting on the floor, rocking, escorting children to the bathroom, outside play area, etc.
6. Must be able to maneuver uneven surfaces and steps while holding a child 0-3 years.
7. Must have general knowledge of first-aid and able to administer care for minor cuts and bumps.
8. Must adhere to all church policies and the principles of the Church Covenant.
9. Must profess Jesus as Lord and Savior.
10. Must be 18 or older and eligible to work in the United States.
11. CPR certified is a plus.

RESPONSIBILITIES

Any situation that arises not specifically covered by Policies and Procedures will be addressed by the Nursery Coordinator. The Nursery Worker is responsible for the following:

1. Will be the primary caretaker of children 0-3 years.
2. Will prepare room for children before they arrive.
3. Will receive children from parents and make sure children are picked up by the same parents.
4. Will wipe/clean toys with disinfectant, take out trash, and straighten for next service.
5. Will engage with family members in a friendly and professional manner; note any special requirements, allergies or special needs.
6. As a practice, we will always have two people watching our children, so there will be a volunteer assisting the nursery worker.

WORK SCHEDULE

1. Work assignment will cover time in advance of, through, and at the end of scheduled activities to allow for preparation and cleanup.
2. Must provide 2 week notice of absence to the Nursery Coordinator unless in the event of an emergency.

SALARY AND COMPENSATION

1. **Salary** - The Nursery Workers salary is determined and set by the church.

2. **Vacation, Leave Time and Benefits** - Since this is a contract position, vacation, leave time, and benefits are not offered, unless otherwise determined by the church.

HIRING

1. Nursery Coordinator will be responsible for posting position, soliciting resumes, scheduling interviews, and communicating with candidate.
2. Interview process will be conducted by Nursery Coordinator and a member(s) of the Pastoral Staff. Other church members may be solicited for the process by Nursery Coordinator or a member(s) of the Pastoral Staff.
3. Hiring decision will be the responsibility of the Nursery Coordinator and Pastoral Staff.

TERMINATION

1. **Resignation** - The Nursery Worker may resign at any time by giving at least a 2 weeks notice to the Nursery Coordinator or a member of the Pastoral Staff.
2. **At Will** - The Nursery Workers employment is an at will position and may be terminated at any point without cause by the Nursery Coordinator and a member(s) of the Pastoral Staff.

ELIMINATION OF POSITION

1. If it is deemed the position is no longer needed, it may be eliminated by a church vote.

Custodian

QUALIFICATIONS

1. Must be willing to take and pass a background check.
2. Must be willing to provide references of past work.
3. Must be available during the week.
4. Must be physically capable of cleaning a church every week.

WEEKLY RESPONSIBILITIES

1. **Clean all Classrooms, Sound Room, Foyer, Entries, Office Area and Nursery:**
 - a. Empty wastebaskets and replace liners
 - b. Clear cobwebs

- c. Dust wooden furniture with pledge or equivalent
- d. Clean ceiling fan if applicable
- e. Disinfect tabletops if applicable
- f. Disinfect doorknobs or entry hardware
- g. Sweep and Mop hard floors
- h. Vacuum carpets with vacuum cleaner

2. Clean Bathrooms:

- a. Empty wastebaskets and replace liners
- b. Replenish paper goods: toilet tissue, Kleenex, drinking cups, paper towels
- c. Disinfect commodes, sinks, and doorknobs
- d. Sweep and mop floors
- e. Clear cobwebs

3. Clean Kitchen:

- a. Empty waste barrel and replace liner
- b. Dust wooden furniture and clear cobwebs
- c. Clean coffee pot if needed
- d. Sweep and mop linoleum
- e. Vacuum Carpet with vacuum cleaner
- f. Disinfect sink and countertops and tables
- g. Wipe down appliances

4. Clean Sanctuary:

- a. Dust all wooden areas: pews, pulpit, piano (*use only dry rag no pledge or cleaner*), window seals, and clear cobwebs
- b. Clean pew and book holders of all trash
- c. Arrange pew Bibles on aisle side and straighten hymnals
- d. Vacuum carpet with vacuum cleaner
- e. Pick up communion cups after the Lord's Supper has been observed

Monthly Responsibilities

- 1. Clean all blinds (dust thoroughly)
- 2. Wipe down outside of all vents
- 3. Clean inside window panes, glass on doors, and clear cobwebs

4. Clean baptistery - Sweep and Maintain
5. Clean refrigerators and freezer of expired items
6. Steam mop all hard floors

WORK SCHEDULE

1. Unless otherwise specified, all tasks are to be completed weekly and at a time that does not interfere with activities at the church.
2. Must provide two week notice of absence unless in the event of an emergency.

SALARY AND COMPENSATION

1. **Salary** - The Church Custodians salary is determined and set by the church.
2. **Vacation, Leave Time and Benefits** - Since this is a contract position, vacation, leave time, and benefits are not offered unless otherwise determined by the church.

HIRING

1. Pastoral Staff, Deacons, or appointed church member(s) will be responsible for posting position, soliciting resumes, scheduling interviews, and communicating with candidate.
2. Interview process will be conducted by a member(s) of the Pastoral Staff and Deacons or other church members as solicited by member(s) of the Pastoral Staff and Deacons.
3. Hiring decision will be the responsibility of the Pastoral Staff and any others appointed by the church to do so.

TERMINATION

1. **Resignation** - The Church Custodian may resign at any time by giving at least a two weeks notice.
2. **At Will** - The Church Custodians employment is an at will position and may be terminated at any point without cause by a member(s) of the Ministerial Staff and a Deacon(s).

ELIMINATION OF POSITION

1. If it is deemed the position is no longer needed, it may be eliminated by a church vote.